



STUDENT LIFE TRAVEL PACKAGE

Padrón Campus

Club/Organization Name

Event/Travel

Date(s)

Location

Clubs & Organizations OR Conferences Funded by Student Life

Signature Pathway

___ Student Life Director (Room 6018)

___ **Dean of Faculty*** (Room 1308)

*If chaperone reports to Academic Affairs i.e., Club Advisor

___ **Dean of Students** (Room 1308)

___ **Senior Director of Campus Administration** (Room 6153)

___ **Campus President** (Room 6153)

Please return completed packet to Student Life

Please check once signed. Thank you.

Package Content

___ Request for Leave of Absence and Reimbursement Form (P-2)

___ Travel Advance and Expenses for Student Services Monies Form (T-form)

___ Student Life Packet with Meal Money Form & Agreement for Off-Campus College Activity

___ Attachments: Reservations (Lodging, Transportation), Agenda, Registration etc.